



GODDARD SPACE FLIGHT CENTER

Team Award Nomination

Team/Group Name		Organization Code	Funding Organization/Agency	
Requested Award Date	Period of Time Covered >> >> >>	FROM	TO	
TYPE AND AMOUNT OF AWARD				
<input type="checkbox"/> SPECIAL ACT (Group Achievement) (Attach separate list with each member's name and specific award amount.)		AWARD AMOUNT \$ _____ AND/OR TIME-OFF _____ OF HOURS		
JUSTIFICATION				
Give evidence of how performance meets criteria of the award and indicate the GSFC value(s) represented (limit to 4 total lines of text.) Refer to reverse side of form or to GPD 3451.1 for additional guidance.				
<input type="checkbox"/> Agility <input type="checkbox"/> Balance <input type="checkbox"/> Creativity <input type="checkbox"/> Dedication <input type="checkbox"/> Integrity <input type="checkbox"/> Respect <input type="checkbox"/> Teamwork <input type="checkbox"/> Safety <input type="checkbox"/> Quality				
SUBMITTED BY				
Typed Name and Title		Code	Signature	Date
Funding Org. Admin. Officer	CONCURRENCE(S)			
Initials	Typed Name, Signature, Date	Code	Typed Name, Signature, Date	Code
FINAL APPROVAL				
Type Name and Title		Code	Signature	Date
PRIVACY ACT STATEMENT				
5 USC Chapter 45, the Internal Revenue Code [26 U.S.C. 6011(b) and 6109], and Executive Order 9397 authorize collection of this information. The information on this form is used in the administration of the Awards Program. It is used to document the nomination of awardees and serves as the repository of personal, fiscal, and administrative information about recipients. The form becomes part of the permanent employment record of recipients and is included in the Government's Central Personnel Data File (CDPF). Personal information provided on this form is given on a voluntary basis. Failure to provide this information may result in processing delays. SSNs are mandatory for awards that are, or may be, considered taxable income. SSNs are needed to keep records accurate because other people may have the same name and birth date. SSNs will be used by employees with a need for using the information in the performance of their official duties.				

Instructions: This form is to be used for Special Act **Group** Awards only, including Time-Off and STAR. After obtaining organization's concurrence and approval (see below for delegations of authority), send to the Awards Office, Code 114, for coordination and processing. Please attach a listing of group members including name, organization code, SSN, and award and/or time-off amount for each employee as well as a listing containing the employee name and organization code only. Please refer to GPD 3451.1, NPR 3319.1, NPR 3100.1, and/or NPR 3451.1, for additional information.

Routing, Review, Processing and Approval Authorities					
Monetary Awards				Time-Off Awards *	
	<u>VERIFY FUNDING AVAILABILITY</u>	<u>CONCURRENCE</u>	<u>FINAL APPROVAL</u>	<u>HOURS</u>	<u>APPROVAL</u>
\$4,000 or less	Funding Code Admin. Officer (AO)	<ul style="list-style-type: none"> Others determined by Directorate Director Of for all SES/ST/SL/NEX employees 	<ul style="list-style-type: none"> Director Of or Staff Office Head ** Center Director for SES/ST/SL/NEX employees *** (non-delegable) 	8	Immediate supervisor-of-Record (home organization for matrixed employees)
\$4,001-\$10,000	Funding Code Admin. Officer (AO)	<ul style="list-style-type: none"> Director Of or Staff Office Head Awards Office Director of Human Resources 	<ul style="list-style-type: none"> Center Director for GS/GM employees Center Director for SES/ST/SL/NEX *** (non-delegable) 	8 – 16	Branch Head or equivalent (if 2 nd level of management; i.e., not the initiator)
Over \$10,000	Funding Code Admin. Officer (AO)	<ul style="list-style-type: none"> Awards Office Director of Human Resources Center Director 	<ul style="list-style-type: none"> NASA Headquarters 	8 - 40	Division Chief or equivalent an above (if 2 nd level of management; i.e., not the initiator)

* Other than awards initiated by the Center Director, any Time-Off Award above 8 hours requires one level higher of review and approval.

** May be delegated to any subordinate level or authorized peer review committee; contact Administrative Officer (AO) for current delegations.

*** Fifteen (15) days advance coordination with HQ, required.

Criteria for Recommended Award	
Name of Award	Criteria – Eligibility
Special Act (Group Achievement)	Group Achievement Awards are Special Act or Time-Off Awards granted to any group or team of individuals who, through technical and managerial competence, personal dedication, and joint cooperation, have made an outstanding contribution to the Center's mission. All GSFC civil service employees are eligible. Describe the nature of the contribution (what was done, how performance or expectations were exceeded—quality, timeliness, customer service, productivity, innovation, cost savings, overcoming adverse obstacles, etc.) and the results or outcomes produced.
Time-Off	Time-Off Awards (TOA) are awards of time off without charge to leave or loss of pay primarily intended to recognize employee(s) contributions of a one-time, one-recurring nature. TOA's can be used alone or in conjunction with monetary awards (special act). TOA's may be granted in amounts of up to 40 hours for a single contribution not to exceed 80 hours during a leave year. All GSFC civil service employees are eligible.